

Memo

To: Home Care Providers
From: Christine Gianopoulos, Director
Date: November 8, 2001
Subject: Reimbursement for PCA Training Costs

The Bureau has funds available to assist providers with the cost of PCA training. Agencies may apply for funds to cover training costs incurred since July 1, 2001. Because the funds are intended to help with recruitment and retention of staff working in BEAS administered home care programs, only agencies that subcontract with Elder Independence of Maine are eligible for reimbursement.

BEAS will reimburse for the actual cost of the training, up to a maximum of \$125 per person. In order to be reimbursed, agencies must submit to BEAS the name, address and Social Security Number of the PCA, as well as a copy of the certificate of course completion. Agencies may apply for reimbursement for PCA who have paid on their own, and completed, a course since July 1, 2001. In these cases, the agency must pass along any reimbursement received to the PCA.

We will accept requests for reimbursement for as long as funds are available. In order to keep the process as simple as possible, we request that providers not submit requests more often than monthly. Home Resources of Maine will administer the payments for this program. On receipt of the reimbursement request BEAS will review and approve the request and forward it to HRM for payment. We will return incomplete requests.

If you have questions, please contact Mollie Baldwin.

cc: Mollie Baldwin, BEAS
Pam Allen, EIM
Susan Rovillard, HRM